

**The Unitarian Universalist Church of Annapolis  
Board of Trustees Spring Workshop  
And  
Minutes of the Regular Monthly Meeting  
April 14, 2007**

Present: Bryan Barrett, Tod Geimer, Peter Lamb, Toni Mattia, Fred Muir, Dick Roop,  
Pat Simons, Olivia Stewart, Phil Tawes

Staff: Theresa Novak

Guest Speaker: Roxanne Kibben

8:30 Dick provided a Light Breakfast.  
9:00 Theresa offered Opening Words and Lighted the Chalice.  
9:05 Toni bid us Welcome.  
9:10 Roxanne led Team Building.  
10:10 Peter offered an Orientation: Roles and Responsibilities.  
10:45 Tod led members in Board Visioning.  
12:00 Dick arranged Lunch.  
1:00 Peter called the Board Meeting to order.

**ACTION ITEMS**

Bryan will move newly adopted Ends Statements to the last of the Ends Policies,  
numbering appropriately.

Fred will find out if anyone can use ACS to communicate with the total UUCA  
membership.

Bryan will work with Fred to draft a Statement of Limitation addressing use of a “blast”  
e-mail to all members for the next Board meeting.

Board members will propose changes to the draft Ends Policy on Communication for the  
next meeting.

Toni will pursue possibilities for location, dates, and determine budget for the BOT Fall  
Overnight.

**1. Board Procedures**

Bryan volunteered to be timekeeper; Tod volunteered to be process observer.

**2. Review of Action Items**

Action Items were on the meeting agenda.

**3. Agenda Review**

Added Ends Statement 1.5 Anti-Racism and a request for standard agenda items.

**4. Approval of Minutes**

The minutes were approved with three changes:

In paragraph 8.D. the sentence: “We are awaiting a proposed revision of the text  
from ARTT. Bryan will follow this up.” was added.

In paragraph 9.A. the sentence: “Dick will clarify whether it is a ‘review’ that is required or a full ‘audit’.” was added.

In paragraph 9.B. the term “Ends Policy 2.9” was corrected to “Governing Policy 2.9.”

## **5. Ends Statement 1.4 Membership and Congregational Matters**

Bryan presented a draft Ends Statement 1.4.

Tod made a motion to change the words “to become more” in the last sentence to “to be.” There was no second.

Toni made a motion to change the “the Unitarian Universalist Church” in the last sentence to “UUCA.” **The motion was passed.**

**The Board voted** eight for, one against, and no abstentions **to adopt Governing Policy 1.4 Membership and Congregational Matters** as amended to read:

Our members recognize that for our church to thrive we rely upon the contributions of every one of our members. Our members and potential members are fully aware of what we expect of them in terms of volunteer time and effort and financial contribution, and what becoming a member of UUCA entails.

Voting membership requires making an identifiable annual financial contribution to the church, thereby subscribing to the Constitution of UUCA.

As members of UUCA, we strive to become more loving and caring human beings.

## **6. Ends Statement 1.5 Anti-Racism**

Bryan presented the draft Ends Statement 1.5 with the explanation that the process of transformation can be an end in itself.

Phil made a motion to adopt Policy 1.5. Discussion followed.

Tod suggested changing “to become” in the first sentence to “to be.”

Dick questioned the term “people of color.”

Tod suggested changing “is becoming a place of safety” in the second sentence to “is a place of safety.”

Bryan called the question. **The Board voted** seven for, one against, and one abstention **to adopt Governing Policy 1.5 Anti-Racism** to read:

Our church is on an intentional journey to end racism within the UUCA and to become an anti-racist, anti-oppressive, and multi-cultural beloved community.

Our congregation is becoming a place of safety and comfort for people of color who will have full voice and power.

## **7. Ends Statement 1.6 Programs**

Peter presented Ends Statement 1.6 for discussion.

Bryan suggested changing “social action programs” in the first paragraph to “social justice programs.” Fred suggested changing “We ensure new members” in the third paragraph to “We ensure all members.”

**The Board voted to approve changes to Governing Policy 1.6 Programs** to read:

Our church sponsors a wide variety of sustainable, well-supported programs, furthering the aims of our Unitarian Universalist faith and supporting the church and

local communities. These include religious studies and spiritual practice; music, theater and arts; educational and social programs; environmental and social *justice* programs.

Each of our members commits their talents, energy and resources to the sustenance of the church and its programs. We acknowledge each individual's contribution.

We ensure *all* members are well informed of church programs, integrated into congregational life, and encouraged to participate and lead those activities which are most satisfying to them and where they can make the greatest contribution.

In order to maintain clarity in the numbering of Ends Statements, Bryan will move newly adopted Ends Statements to the last of the Ends Policies, numbering appropriately.

Discussion of Ends Statement 1.6 followed. Fred reported that staff reviews program weekly. Church programs are "on hold" because of space deficit. One example of the difficulty in scheduling programs recently was finding time for a memorial service for a church member in a timely fashion. SPARC may recommend that Colonial Nursery leave to give additional space.

Tod asked if the church could use the Catholic church or the Friends Meeting House for programs.

Although Susan reports data for membership, there is a lack of staff to record and update all program data.

Bryan will articulate the problem of the Board's responsibility to oversee church issues.

## **8. Old Business: Statement of Conscience**

Bryan gave an update on the Statement of Conscience process. The Social Justice Council are requested to have a UUCA Statement of Conscience process defined to promulgate for congregational approval by August 1. They will provide opportunities for members to input into the process.

Responsibility for leadership of the Social Justice Council was discussed. Fred will inform the Board how he intends to fill the current vacancy.

## **9. New Business**

### A. Ends Statement 1.7 Communications

Bryan explained that the church did not have a well-defined, clear Policy on communication. He presented a first draft for comment by Board members and later review:

We have a well-developed, comprehensive and integrated program of internal and external communications. It informs our members and non-member enquirers of details of all church activities and programs, as well as more general information about our liberal faith.

It makes use of modern, web-based, as well as conventional communications media. It is continually kept under review to ensure information is current.

We have in place an effective process to inform members of the church's operating policies and procedures, the means for members to provide input into these, and a procedure for ensuring they are periodically reviewed and updated.

Discussion followed. Peter asked if anyone could use ACS to communicate with all members of the congregation. Fred will find out. Fred responded that the staff is cautioned to use care in using “the blast” to the total UUCA membership. Discussion included the effectiveness of reading the newsletter on-line. Fred asked if the church needs a policy about e-mail to the congregation. Bryan will work with Fred to draft a Statement of Limitation addressing this for the next Board meeting.

The Board agreed that Ends Statements should be visions of positive goals and that negative concerns should be handled under Senior Minister Limitations and Responsibilities. Bryan will work with Fred to draft Ends Policy 1.7 Communication for the next Board meeting. Fred will discuss the draft Communication policy with the management team. Board members will propose changes to the draft of the Ends Policy on Communication for the next meeting.

#### B. BOT Fall Overnight

Toni discussed possibilities for location and for dates for the BOT Fall Overnight. Bon Secours may not be available until 2008. Hashawa, Camp Letts, and the Methodist Camp were mentioned. Dates in August, September, and October were discussed. Mid-September or late-October were preferred. Toni will pursue possibilities for location, dates, and determine budget.

#### C. Standard Agenda Items

Peter will add to the monthly agenda the following three items: budget concerns, SPARC progress, and Fred’s overview on the functioning of the church.

#### D. Renaming UUCA

Does the Board want to change the church’s name? Because the word “church” has Christian connotations, perhaps the word “congregation” would be a better choice. Questions arose regarding negative consequences of a name change and if it’s a high priority. What would be the process?

#### E. SPARC Progress

Pat moved to give Fred up to 15 minutes to talk about the progress of SPARC. The Board approved.

Fred explained that expanding the building was necessary to the church’s strategic plan and that SPARC had narrowed its vision, at present, to a new building and the programs of the church. The next steps include: 1) a survey to mark the land with cement embedded posts, 2) calling an architect, and 3) a capital fund drive. Evelyn Spurgin and Peter Crilly have been selected to conduct fund raising. A feasibility study to project the money needed or even the feasibility of raising money may be needed. UUA can provide a building consultant for \$900 who would sit with the co-chairs to determine options. SPARC needs to educate the congregation on a vision for a new building.

Bryan questioned the specific responsibilities of Evelyn and Peter. Fred responded that they were to put together a committee to raise money.

Discussion included the transition of the Fahs House – the church depends on the space – what would replace it?

Fred mentioned several choices of direction and plans for expansion. Questions included: Can we hold on long enough with the roof and foundation to wrap those items into the new mortgage? Can we limit our carbon footprint while increasing our space? Can we produce a cost-effective environmentally-friendly plant?

The long-range-plan also addresses the possibility of calling a minister of color.

#### F. Succession Planning

Bryan brought up the question of senior level succession planning. Phil and Dick consulted previous Board minutes from December and January on the subject. Bryan will be placed on the May Board Meeting agenda to present a draft succession policy to be added to Governing Policy 4.0 Board of Trustees/Senior Minister Relationship.

#### **10. Meeting Evaluation**

Tod provided evaluation comments on the Board meeting. There is a need to follow rules, and to work on time and topic.

Toni provided evaluation comments on the workshop. It was a well-organized event, and a good lunch. The process was productive, and the Board has a better understanding of its responsibilities. The team building was very relevant and improved openness and listening effectiveness. New work needs to be done on vision, strategic planning, and metrics. Because of thought-provoking discussions, the Board must decide which ideas to pursue. Peter could use the projector and screen in meetings to promote clarity of communication.

3:15 Theresa offered Closing Words and Extinguished the Chalice Stars and Hearts to All!

Respectfully submitted,

Philip Tawes, Secretary